



COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

PERMIT INFORMATION  
ENTRANCE APRON

Check each box after verifying that  
requirement is met for submittal

Verified by Staff:  
Date:

**Submittal Requirements**

**Type I, Type II**

**Residential, Common, Non Residential**

- ☐ 1. Completed application form, Attachment (A) Driveway Apron Application
- ☐ 2. **Type I** – Approval of a Building Permit or Project Review that depends on the acceptable Entrance Apron – **Security is NOT required.**
- ☐ 3. **Type II** – There is not a Building Permit or Project Permit that can be made subject to the acceptable Entrance Apron construction – **Security IS required.**
- ☐ 4. Three copies of the plot plan/plat. Residential: Subdivision - Final recorded plat or Common Driveway - a plat, approved by Community Development Division. Non-Residential: Frederick County signed and approved Construction Drawings (Improvement Plan). If the entrance apron(s) installation and a passed inspection is a condition of the plan or plat approval, please provide the latest copy.

All plot plans/plats need to include the following:

- ☐ Property Owner name(s)
- ☐ Acreage of the property
- ☐ Proposed Entrance Apron clearly identified
- ☐ Shape and size of property, including all property lines (and property line dimensions if possible)
- ☐ The visual site distance, left and right, of the proposed entrance (as viewed 7' back from the edge of the road in a seated position)
- ☐ The location and distance of surrounding entrance aprons within 100 yards of the proposed entrance.
- ☐ 5. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://www.dat.state.md.us)
- ☐ 6. Fees are due at the time of application.

**Entrance Apron Fee**

\$ 71.00 Driveway Apron Review Fee

Security (if applicable)

\$3,675.00 Single Family Dwelling

\$7,350.00 Non Residential

\*PLEASE NOTE: This Entrance Apron permit does not authorize any earth disturbance over 5000 square feet or cut/fill over 100 cubic yards. A separate grading permit is required if limits are expected to be exceeded.

## **Procedures**

### **STEP ONE – APPLY FOR THE ENTRANCE APRON PERMIT**

Applications are accepted in the Department of Permits and Inspections at 30 North Market St.

Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

### **STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the Entrance Apron application will be reviewed by the Community Development Division Plan Reviewer. If there is any additional information required from you, you will receive a hold notice in the mail.

**Issuance:** The issued Entrance Apron Permit will be mailed to the applicant usually within 24 hrs of approval

### **STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

**Certificate of Completion:** The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when the final inspection has been approved. It is mailed to the applicant of the permit. This is for Type II Entrance Apron permits only.

### **OTHER GENERAL INFORMATION REGARDING ENTRANCE APRONS**

➤ Entrance Apron Applications are non-transferable and non-assignable.

General Information .....	301-600-2313
Customer Service Supervisor (Processing or Fee Questions) .....	301-600-1089
Environmental Compliance (Sediment Control) .....	301-600-3474
Community Development Division Plan Reviewer .....	301-600-1560

**FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION**

DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 INFORMATION


**ATTACHMENT (A) - Entrance Apron**

A/P #

Process

Date:

Application Reviewed By  
(Initials):

## Entrance Apron Application

### CONTACT INFORMATION

**PROPERTY OWNER**

Name(s):

Current street (mailing) address for above person(s):

City:

State:

Zip:

Daytime Telephone Number:

E-mail Address:

**APPLICANT/CONTRACTOR**

Company name (only complete when Contractor is applying):

Current street (mailing) address for Contractor:

City:

State:

Zip:

Contact Person for Contractor

E-mail Address:

Contractor Telephone Number:

**PROPERTY INFORMATION**

Current Property Owner(s):

Property Address of Jobsite:

Town:

State:

Zip:

Acreage or Square Footage of Property:

Eight Digit Property Tax ID (account) #

Description of Property Location if no Assigned Address:

<sup>1</sup> Common Entrance aprons require that the related Project No. be provided.

Associated Project

#

Associated Building Permit

#

### ENTRANCE APRON DETAILS

Disturbed Area: Sq. Footage:

Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

Residential Entrance Apron

YES

☐

NO

☐

Common Entrance Apron <sup>1</sup>

YES

☐

NO

☐

Non-Residential Entrance Apron

YES

☐

NO

☐

Request Additional Apron

YES

☐

NO

☐

Entrance Off Gravel Road?

YES

☐

NO

☐

### IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application:

Signature of APPLICANT

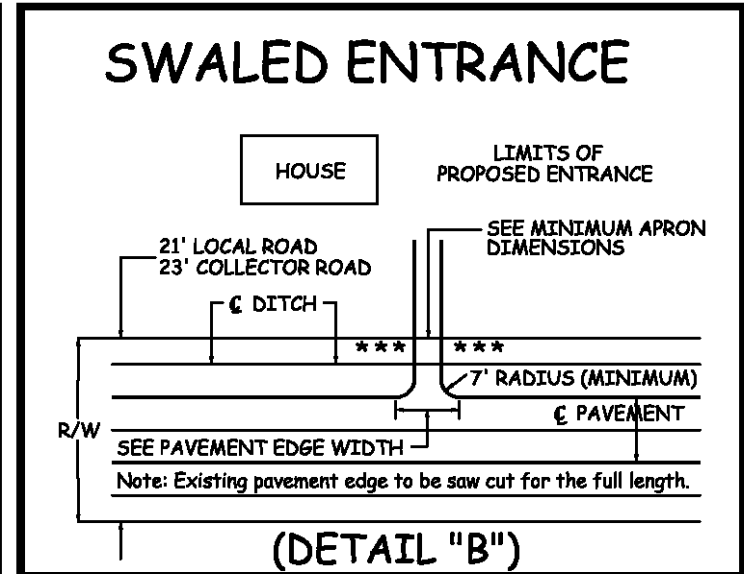
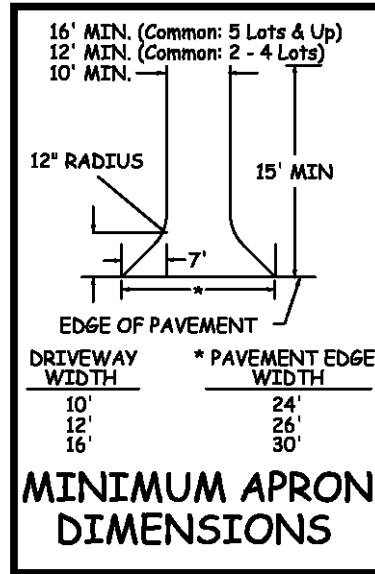
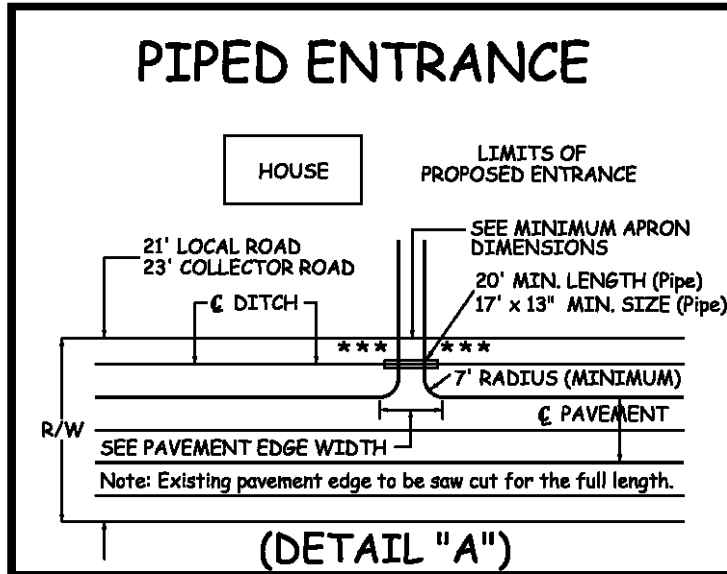
Please print name

Connection with application

These drawings and specifications represent the 'Standard' residential driveway entrance apron construction requirements. If conditions exist that will not allow you to follow these specifications you MUST request a 'Waiver'.

Please submit a 'waiver' request to the Office of Highway Operations (see 'Waiver' document for details).

Failure to follow these directions may result in your apron failing inspection and require its removal and reinstallation.



**DRIVEWAY PIPE SIZES**

17 x 13 ALCMPA*	28 x 20 ALCMPA *
21 x 15 ALCMPA*	35 x 24 ALCMPA *
24 x 18 ALCMPA *	42 x 29 ALCMPA *

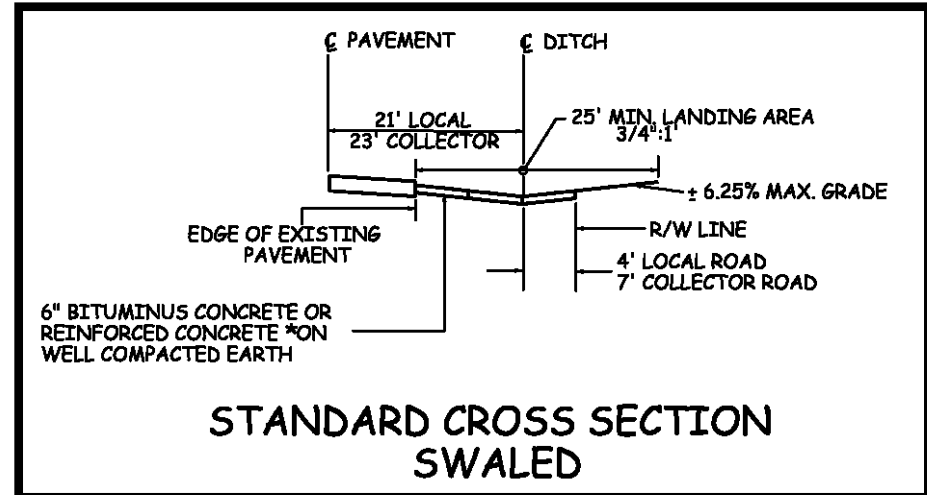
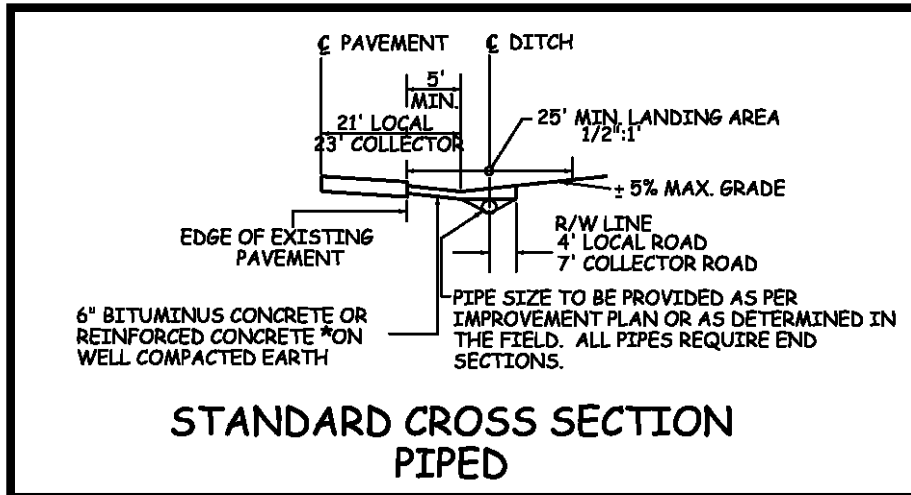
\* Must have metal end-sections

1. NOTE: ALL CMP TO BE ALUMINIZED, TYPE 2 COATED.
2. NOTE: OTHER PIPE SIZES AND MATERIALS MUST BE APPROVED BY DPDR ENGINEERING.

**Note: All Construction shall comply with the Permit and these Specifications. Backfill, seed and straw around edges of apron prior to final inspection.**

- \* Common Driveway for 2 to 4 lots  
12' minimum width
- \*\* Common Driveway for 5 Lots or more  
16' minimum width.
- \*\*\* Finished slopes shall not be steeper than 2:1

**All dimensions are minimum and may be exceeded provided drainage is not affected.**





## DRIVEWAY ENTRANCE APRON

### REQUEST FOR WAIVER FROM STANDARDS

Permit No: \_\_\_\_\_

Request Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requestor's Name: \_\_\_\_\_

Submit Waiver Request To:  
Office of Highway Operations  
331 Montevue Lane  
Frederick, MD 21702  
301-600-1562  
Twetzel@FrederickCountyMD.Gov

☐ Owner

☐ Contractor

☐ Other

Applicant requests a waiver from the standards and specifications for the driveway entrance apron...

☐ Already Installed

-OR-

☐ Proposed at the following location:

Location/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Additional description, drawings or pictures may be submitted with request*

#### OFFICE USE ONLY

Highway Operations Representative: \_\_\_\_\_

Date Reviewed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐

WAIVER APPROVED: Due to extenuating circumstances, such as; existing road and/or drainage conditions, the aforementioned non-conforming existing or proposed driveway entrance apron is hereby acceptable by Frederick County Highway Operations.

☐

WAIVER DIS-APPROVED: There is no viable reason to waiver from the standard driveway apron entrance profile or specifications.

Comments: \_\_\_\_\_  
\_\_\_\_\_